

## Event Best Practices Guidelines 2024 -2025

### In-Person Events:

#### 1. Day of

- **Arrive 15 Minutes Early** - Arrive early so we can do final checks and make sure everything is ready to go
- **Dress**: Most of our events are business casual – but check the event page to make sure.
- **Parking**: Parking is hosted for speakers (but not guests if they drive separately). Come see the registration desk for parking validation
- **Reception**: While you are not required to stay for the reception, we hope you will stay and enjoy.

#### 2. Prior to Event

- **Guests** – Please send Caitlin ([caitlin@cfala.org](mailto:caitlin@cfala.org)) the first name, last name, and email of your two guests by 9am the day before to ensure they are able to attend
- **Slides** – Presentations need to be sent to staff by 9am the day before. They need to be in PowerPoint so that they can be added to our laptop.

### Virtual Events:

#### 2. Day of

- **Arrive 15 Minutes Early** – Arrive early so we can do final sound, video, connectivity, and everything else prior to attendees signing in
- **Set Up** – Make sure you are in a quiet room. Ensure that the door is closed (if possible) and significant others/children/pets are not in the room
- **Lighting** – Make sure that there is proper lighting in the room. Lighting should come from in front of you or from the side, and keep your background clear of distractions.
- **Silence Notifications** - Keep in mind that notifications can originate not only on your desktop or laptop computer but on your smartphone or tablet. Make sure you silence all your devices before Zoom meetings.
- **Dress** – While we do not have a dress code, we ask that you dress in clothes that you would be comfortable being recorded in

#### 3. Prior to Event

- **Guests** – Please send Caitlin ([caitlin@cfala.org](mailto:caitlin@cfala.org)) the first name, last name, and email of your two guests by 9am the day before to ensure they are able to attend
- **Polling** – Any questions should be sent in a word doc or copiable email by 9am the day before
- **Slides** – Speakers will be asked to run their own slides. Speakers should practice sharing their screen if not familiar.